

2021-22 Special Needs Scholarship Program Overview for New Schools to the Program

A link to these handouts was emailed to registered participants on Wednesday, February 17, 2021.

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Administrative

- All participants have been muted.
- If you have a question during the meeting or technical questions, please use the chat.
- After each topic, there will be an opportunity to ask questions.

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What is the SNSP?

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school.



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SNSP Law & Statute

- SNSP is based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49.
- The presentation is subject to change based on statute or rule changes. This presentation provides a brief overview of many of the requirements of the program. Additional information on the requirements is available on the SNSP website.
- If there are changes to statute or rule, the department will provide guidance to the schools as soon as we are able.

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Today's Agenda

- Student Eligibility Overview
- IEP or Services Plan Implementation and Quarterly Progress Report
- IEP Reevaluations & Partial Scholarship Students
- School Registration Requirements Overview
- New School Intent to Participate
- Accreditation & Private School Approval Requirements
- Other School Requirements
- Financial Information & Surety Bond Requirement
- Payment Process
- Audit Process
- Financial Audit Overview

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Student Eligibility Overview

SNSP Student Applications, Transfer Requests & Scholarship Continuance

- Schools may accept SNSP applications and transfer requests for that school year from July 1st to June 30th.
- Students must apply using paper applications/transfer request forms. There is currently no online system for the SNSP.
- Once a student is eligible for a count date, he or she continues to be eligible until they withdraw from the SNSP or fail to meet one of the continuing SNSP student requirements.

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Scholarship Continuance

- A student who has been accepted into the SNSP will continue to receive a scholarship until one of the following occurs:
 - The student graduates from high school;
 - The student turns 21;
 - The student no longer resides in Wisconsin;
 - The student enrolls in another school or a home-based educational program;
 - The student is not made available for a reevaluation; or
 - A partial scholarship student leaves the SNSP school that he/she is attending.

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2021-22 SNSP Student Eligibility Requirements

- **IEP or Services Plan**. The student has an Individualized Education Program (IEP) or services plan that meets program requirements.
- **Wisconsin Resident**. The student resides in Wisconsin.

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Age Eligibility

- Age Eligibility Requirements are as follows. Please note there is no early admission option for the SNSP.
 - K4 pupils must be 4 by September 1
 - K5 pupils must be 5 by September 1
 - 1st graders must be 6 by September 1
- Pupils may not be 21 as of the date they apply or September 1, whichever is later.

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Student Eligibility: IEP or Services Plan

A SNSP applicant must have an IEP or services plan that meets program requirements.

- IEP = An IEP is a written statement that outlines an educational plan for a student with a disability who is enrolled in a public school.
- Services Plan = A services plan is a written statement that describes the special education and related services that a public school will provide to a parentally-placed student with a disability enrolled in a private school when the student has been designated and is eligible to receive special education services.

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IEPs and Services Plans

- IEPs and services plans are developed by a Local Education Agency (LEA).
- Local Education Agencies include:
 - Public school districts
 - Independent charter schools

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Resident and Nonresident School District

- A student's resident school district is the district where the student resides.
- If a student is attending a private school in a different district than the student's resident school district, it is referred to as the nonresident school district.

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IEP or Services Plan Requirements

An IEP or services plan meets program requirements if either:

- The student's IEP or services plan is currently being implemented, or
- The student's IEP or services plan was developed no earlier than three years prior to September 15th of the school term that the student submits an application and there has not been a more recent reevaluation that determined the student no longer had a disability.

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IEP Team Evaluation

The district that a student's school is located within is responsible for conducting an IEP team evaluation for a student with a suspected disability.

1. The student is referred to the district for an evaluation.
2. The IEP team is assembled (this process may take up to 15 business days).
3. Once the team receives parent consent for testing or the district sends a notice that no tests are needed, the evaluation process may take up to 60 calendar days.

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Services Plan Development

The district that completed the student's evaluation may develop a services plan for that child.

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IEP Development

- A student's resident school district is responsible for developing an IEP for a child with a disability if requested by a parent.
- Once a child has been identified as having a disability and a parent requests that an IEP be developed, the student's resident district must develop an IEP.

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Question?

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please use the chat function
to enter it.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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Applications and Transfer Requests

Transfers

- A student receiving a SNSP scholarship may transfer to another SNSP school if the student meets the following:
 - The student has **not** been determined to no longer have a disability.
 - The student continues to attend their SNSP school until the transfer request is determined eligible and has been accepted by the new school.
- Transfer requests may be submitted to SNSP schools at any time during a school year for that school year.

Student Eligibility - Residency

- A SNSP student must live in Wisconsin.
- The address on the application or transfer request form is based on where the student applicant resides at the time the form is received.
- A bulletin discussing the required residency documentation and residency verification process is available on the SNSP bulletins webpage.

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Required Application and Transfer Request Documentation

Student Applications	Transfer Request
<ul style="list-style-type: none">• Paper application• Residency documentation	<ul style="list-style-type: none">• Transfer request form• Residency documentation• Student's most recent Individualized Education Program (IEP) or services plan.

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Application and Transfer Request Processing

- SNSP student applications and transfer requests must be accepted in the order that they are received.

Exception: Sibling Preference - If a school receives a SNSP student application or transfer request from a sibling of a current student at the school, the school may give the sibling preference over another student applicant. See the Student Application & Transfer Request Information bulletin for additional information.



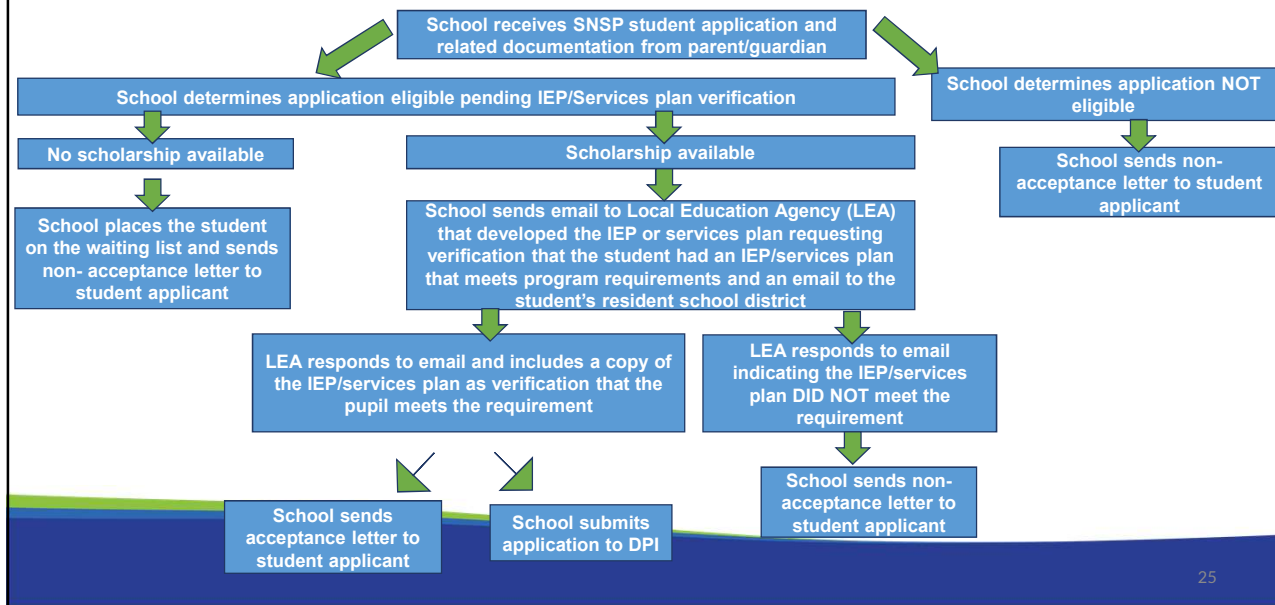
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SNSP School Waiting List

- If the school receives more applications and transfers than it has scholarships available, the students must be placed on a SNSP waiting list.
- If a scholarship becomes available, the school determines if it will offer the available SNSP scholarship.
- If the school decides to offer the available SNSP scholarship, the scholarship must be offered based on the order on the waiting list.
- A new waiting list is created each school year. Students on the waiting list who aren't given a scholarship must reapply in the following school year.

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SNSP Student Application Process



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Choice & SNSP Applications

- Students cannot receive a payment for the Choice program and the SNSP.
- Students can apply to both programs.
- If a student is accepted into both programs, the parent should provide a written document identifying which program the student will participate in.
- The Initial Student Eligibility Bulletin on the SNSP webpage has a frequently asked question that explains the required notifications to the Department when this occurs.

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Available Resources-Documents updated for the 2021-22 school year will be available end of June/beginning of July

- School Application & Transfer Request Processing Page at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>:
 - Initial Student Eligibility Bulletin
 - Residency Documentation Bulletin
 - Student Application & Transfer Request Information Bulletin
 - Student Application Checklist
 - Transfer Request Checklist

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Knowledge Check

When can a student apply for the SNSP for the 2021-22 school year?

- a. During any of the open application periods the school selected on the Intent to Participate.
- b. At any time during the school year until all of the school's SNSP seats are filled.
- c. From July 1, 2021 to June 30, 2022.

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Knowledge Check

Which of the following is true?

1. A school can give preference to students applying to the SNSP who currently attend their school.
2. A services plan that makes a student eligible for the SNSP includes a plan developed by the private school regarding what services it will provide to a student who has a disability.
3. Public school districts are not required to write a services plan for students.

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Question?

If you have a question,
please use the chat function
to enter it.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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IEP or Services Plan Implementation & Quarterly Progress Report

IEP or Services Plan Implementation

- SNSP schools are required to implement:
 - The most recent Individualized Education Program (IEP) or services plan, as modified by agreement between the school and the student's parent/guardian, and
 - Related services agreed to by the school and the student's parent/guardian that are not included in the IEP or services plan.

Agreed to Services Requirement

- The school and the parent must have agreed to the services to be provided to the pupil. The school must have a document signed and dated by the parent and the school indicating what services will be provided by the count date.
- If the school does not have a signed agreement with the parent/guardian by the count date, the school will not be eligible for a payment for that count date.

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Student Quarterly Progress Report

- The school must provide SNSP parents with quarterly reports that contain the following:
 - The related services to be provided, if any, as agreed to by the school and the student's parent that are not included in the student's IEP or services plan.
 - The implementation of the student's IEP or services plan, as modified by agreement between the school and the student's parent for the school year.
 - The student's academic progress during the school year.
- The school must use the Parent Record of Implementation and Progress form provided by DPI. This form is available on the School Submitted Reports webpage.

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Document Retention

SNSP schools must retain the following records for at least 5 years from the end of the school year in which a student applies to participate in the SNSP or 5 years from when a SNSP student no longer attends the school, whichever occurs later:

- Copies of pupil applications and transfer requests, including supporting documentation;
- Copies of all acceptance or nonacceptance notices;
- IEPs or service plans; and
- Copies of all IEP/service plan implementation and progress reports.

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Knowledge Check

Which of the following statements are true?

1. A private school and the SNSP student's parent or guardian must agree on what services will be provided to an SNSP student.
2. Schools do not need to retain records for students who are sent non-acceptance letters.
3. If schools structure the school year in trimesters, they can provide quarterly reports in accordance with each trimester, for a total of 3 per year.

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IEP Reevaluations & Partial Scholarship Students

Reevaluation

- In order for a student to be able to continue participation in the SNSP, the student must be made available for a reevaluation by the resident school district within sixty (60) days of a reevaluation request from the resident school district.
- If the student is attending a private school in a nonresident district, the nonresident district can conduct the reevaluation if the parent provides written consent.

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Reevaluation (cont.)

- School districts may only conduct a reevaluation once every three (3) years from the student's most recent evaluation or reevaluation for SNSP eligibility purposes.
 - Generally the reevaluation requirement date for SNSP purposes will be the same as the reevaluation requirement date the public school district is required to follow.
- The auditor will review the reevaluations as part of the Enrollment Audit.

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IEP Team Reevaluation Waiver

- Waivers are permissible.
- The waiver agreement must be signed by a representative of the school district responsible for the IEP reevaluation and indicate the IEP reevaluation does not need to be completed.
- 3-year reevaluation clock continues from the date of the reevaluation waiver agreement.
- Retain the reevaluation waiver agreement for auditing purposes.

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Partial Scholarship Student

- If, during an IEP team reevaluation, a SNSP student is determined to no longer have a disability, the student will receive a partial scholarship in the following school year.
- A partial scholarship student is able to continue to participate in the SNSP at the same school, but the SNSP scholarship will be at a lower rate.
 - Partial scholarship students are SNSP students, not Choice students.
 - A partial scholarship student will not retain SNSP eligibility if the student transfers to another school. However, as long as the student stays at the same school and does not have something else occur that makes them no longer eligible for the SNSP, the school will continue to receive a partial scholarship for the student each year.

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Available Resources-Updated documents will be available end of June/beginning of July

- Continuing & Transfer Student Eligibility Bulletin at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>

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Knowledge Check

Which of the following is true?

1. A school will start receiving a partial scholarship for a student who has been determined to no longer have a disability in the school year following the determination.
2. A student who has been determined to no longer have a disability can only be a partial scholarship student for one school year following the determination.

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School Registration Requirements Overview

School Registration Requirements

Document Title	Due Date
Notice of Intent to Participate (ITP)	First weekday in March prior to the school year (March 1, 2021)
Special Education Profile	First weekday in March prior to the school year (March 1, 2021)
If the expected SNSP payments are \$50,000 or more: Surety Bond -OR- Meet Financial Requirements (requires Budget & Cash Flow Report)	Surety Bond= First weekday in June prior to the school year (June 1, 2021) Budget & Cash Flow Report= First weekday of March prior to the school year (March 1, 2021)
Accreditation Information -OR- SNSP Private School Requirements Form	Letter of Accreditation= August 1 SNSP Private School Requirements= First weekday in March prior to the school year (March 1, 2021)
Certificate of Occupancy or Letter for all new schools and certain continuing schools	New Schools= First weekday in May prior to the school year (May 3, 2021) Continuing Schools= Prior to the students being in the new location

Intent to Participate

Notice of Intent to Participate (ITP)

- Indicates the private school's intent to participate in the SNSP for the following school year.
- Electronically signed by the head of the school's governing board or, if designated by the head of the governing board, the SNSP Administrator.
- Due annually by the first weekday in March (March 1, 2021).

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ITP Submission

- The ITP submission link is available:
 - New Schools: On the SNSP Website
 - Continuing Schools: Emailed to the SNSP Administrator for each school
 - New schools' ITPs do not use the same platform as the continuing schools' ITPs. The screen shots in this training are for the new school ITP.

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SNSP Administrator

- The school's SNSP Administrator must be one of the following:
 - Owner of the school; or
 - An individual appointed as the school's SNSP Administrator by the school's governing body.

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SNSP Administrator (cont)

- The SNSP Administrator's responsibilities will include, but not be limited to:
 - Completing the required SNSP school documentation.
 - Accepting student applications and transfer requests.
 - Verifying required student application and transfer request documents.
 - Serving as the primary contact for the school's SNSP.

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SNSP Designees

- An individual who is designated by the SNSP Administrator to assist in processing SNSP student applications and transfer requests.
- The SNSP Administrator must identify designees on the Designee Authorization form. This form is available on the School Submitted Reports page on the SNSP website.

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Summer School

- Pupils must have been SNSP students on the 3rd Friday in September or 2nd Friday in January in the school year immediately before summer school in order for the pupil to be eligible for a SNSP summer school payment.

The screenshot shows a web form titled "Summer School" from the Wisconsin Department of Public Instruction. The form is for schools participating in the SNSP (Special Needs Scholarship Program) and is interested in offering summer school. It includes instructions for schools to review the Summer School Bulletin and a link to the bulletin. It also mentions Wis. Stat. §115.7915, which requires schools to provide either a surety bond or financial information if expected SNSP payments are at least \$50,000. The form includes a section for "Offering Summer School" with a question: "Does the school intend to offer a SNSP summer school program during the summer of 2021?" and radio buttons for "Yes" and "No". At the bottom, there are buttons for "< Previous Page" and "Next Page >".

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Summer School

Schools participating in the SNSP interested in offering summer school during the upcoming summer should review the Summer School Bulletin available on the SNSP Bulletin webpage at: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>. Schools should note that summer school courses funded through federal Title programs are not eligible for payment through the SNSP summer school program.

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either:

1. a surety bond for 25 percent of the expected SNSP payments,
- or
2. provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments.

The information below will be used to calculate the expected summer school payment that will be included in this calculation. The total expected SNSP payment will be provided later in this form.

Offering Summer School

Does the school intend to offer a SNSP summer school program during the summer of 2021?

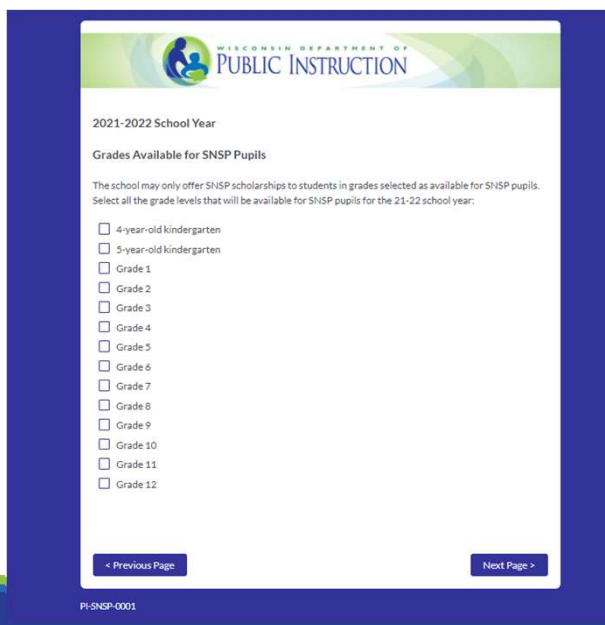
☐ Yes

☐ No

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Available Grade Levels



2021-2022 School Year

Grades Available for SNSP Pupils

The school may only offer SNSP scholarships to students in grades selected as available for SNSP pupils. Select all the grade levels that will be available for SNSP pupils for the 21-22 school year:

- ☐ 4-year-old kindergarten
- ☐ 5-year-old kindergarten
- ☐ Grade 1
- ☐ Grade 2
- ☐ Grade 3
- ☐ Grade 4
- ☐ Grade 5
- ☐ Grade 6
- ☐ Grade 7
- ☐ Grade 8
- ☐ Grade 9
- ☐ Grade 10
- ☐ Grade 11
- ☐ Grade 12

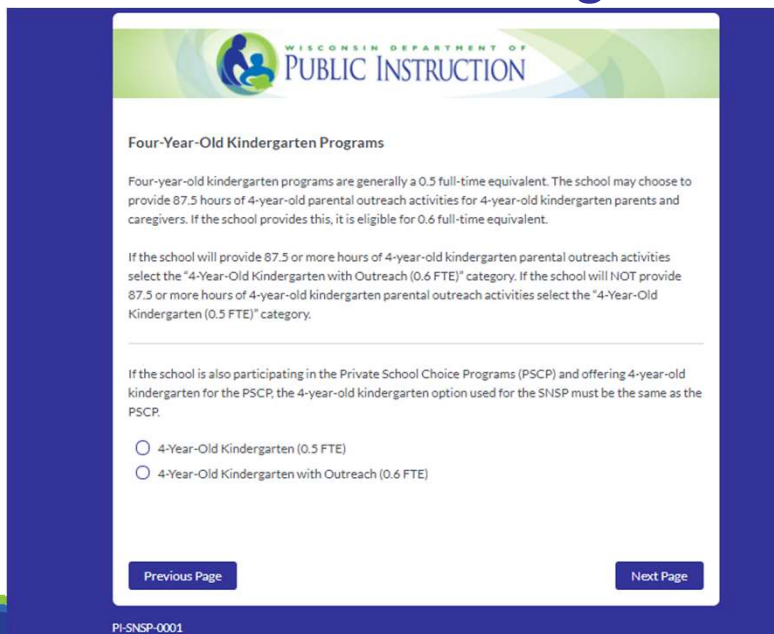
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PI-SNSP-0001

- SNSP schools do not have to offer SNSP scholarships for all grades the school has, but must be accredited for all of the grades identified as available for SNSP students. The school may choose to offer SNSP scholarships in only some of its grades.

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Four-Year-Old Kindergarten Program



Four-Year-Old Kindergarten Programs

Four-year-old kindergarten programs are generally a 0.5 full-time equivalent. The school may choose to provide 87.5 hours of 4-year-old parental outreach activities for 4-year-old kindergarten parents and caregivers. If the school provides this, it is eligible for 0.6 full-time equivalent.

If the school will provide 87.5 or more hours of 4-year-old kindergarten parental outreach activities select the "4-Year-Old Kindergarten with Outreach (0.6 FTE)" category. If the school will NOT provide 87.5 or more hours of 4-year-old kindergarten parental outreach activities select the "4-Year-Old Kindergarten (0.5 FTE)" category.

If the school is also participating in the Private School Choice Programs (PSCP) and offering 4-year-old kindergarten for the PSCP, the 4-year-old kindergarten option used for the SNSP must be the same as the PSCP.

- ☐ 4-Year-Old Kindergarten (0.5 FTE)
- ☐ 4-Year-Old Kindergarten with Outreach (0.6 FTE)

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PI-SNSP-0001

- If the school is participating in the Private School Choice Programs, the K4 program must be the same as the Choice Program.
- A bulletin explaining the K4 outreach requirements is available on the Bulletins webpage.

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Five-Year-Old Kindergarten Programs

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Five-Year-Old Kindergarten Programs

The school has indicated it will have a 5-year-old kindergarten program. There are several different 5-year old kindergarten program options available for the SNSP. A kindergarten pupil is generally counted as 0.5 full-time equivalent. If the school is providing full day instruction for the 5-year-old kindergarten pupils five days a week, the pupils are counted as 1.0 full-time equivalent. The school may also choose to provide full day instruction for three days a week for an entire school term (which is 0.6 full-time equivalent) or full-day instruction for four days a week for an entire school term (which is 0.8 full-time equivalent).

Select all of the 5-year-old kindergarten programs that the school will have available for SNSP pupils:

- ☐ 5-Year-Old Kindergarten 0.5 full-time equivalent
- ☐ 5-Year-Old Kindergarten 0.6 full-time equivalent (3 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 0.8 full-time equivalent (4 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 1.0 full-time equivalent (5 full days of instruction each week)

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PI-SNSP-0001

Number of SNSP Scholarships Available

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Bond or Financial Information Calculation

Wis. Stat. §115.7915 requires that if the expected SNSP payments are at least \$50,000, the school provide either: 1) a surety bond for 25 percent of the expected SNSP payments, or 2) provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNSP payments. The summer school information previously entered and the information below will be used to calculate if the school is required to provide a bond or financial information.

Number of Scholarships

Enter the number of scholarships available for SNSP pupils in 2021-22 for each category. All grade categories identified must have scholarships available.

NOTE: The next page does not have a back button. If you need to make changes to the grade categories listed here, use the back button to make adjustments.

4-Year-Old Kindergarten (0.5 FTE)	<input type="text" value="0"/>
5-Year-Old Kindergarten 1.0 full-time equivalent (5 full days of instruction each week)	<input type="text" value="0"/>
Grades 1-12 (1 FTE)	<input type="text" value="0"/>
Total SNSP Scholarships Available	<input type="text" value="0"/>

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PI-SNSP-0001

- All grade categories identified must have scholarships available.

SNSP Expected Payments

Note there is no “Back” button on the expected payments page. If you would like to adjust your number of scholarships available based on the expected payment, you must restart the ITP.



- The regular school year expected payment amount is calculated based on the Full-Time Equivalent (FTE) for the SNSP scholarships available, if applicable.
- The summer school expected payment amount will be completed based on the information entered in the summer school page.

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SNSP 2021-22 Expected Payment Amounts per Full-Time Equivalent

- The 2021-22 payment amounts will be determined through the state budget process. The ITP determines the 2021-22 expected payment based on the 2020-21 payment amounts, which are as follows:
 - \$12,977 per FTE for full scholarship students
 - \$8,300 per FTE for partial scholarship students in K-8
 - \$8,946 for partial scholarship students in 9-12

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School Information & Locations

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School Name

If the school is participating in the Private School Choice Programs, the school name must match the school name for the Private School Choice Programs. If the school is not participating in the Private School Choice Programs, the school name must match the school name used in the [Private School Directory](#).

School Phone Number (###-###-####)

School Federal Identification Number (FEIN) (##-#####)

If you are a new school and do not have a FEIN yet, enter TBD.

SNISP Administrator Information

Enter SNISP administrator information

First Name
Last Name
Title
Email Address

Head of Governing Board

Enter head of governing board information.

First Name
Last Name
Title
Email Address

Mailing Information

Enter mailing address information. The school mailing address should be the address where you would like correspondence from DPI to be sent.

School Mailing Address
Mailing Address City
Mailing Address State
Mailing Address Zip Code (####)

School Locations

Enter all locations of the school. If the mailing address is also a school address, it must be included in this section. The fields in the School Location 1 section are required.

School Location 1
School Location 1 City
School Location 1 Zip Code (####)

School Location 2
School Location 2 City
School Location 2 Zip

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School Financial Information and Surety Bond

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Financial Information or Bond Required

Based on the number of available SNISP scholarships entered in the previous screen, the expected SNISP payment amount is \$260188.85. If the expected payments are more than \$50,000, Wis. Stat. §115.7915 requires that the school either:

- Provide a surety bond for 25% of the expected SNISP payments, or
- Provide financial information demonstrating that the school will be able to pay an amount equal to the total amount of the expected SNISP payments.

Financial Information: If the school intends to provide financial information, a 2021-22 budget on the form required by the department, with all required attachments, must be submitted by March 1, 2021. The financial information must demonstrate that the school will be able to pay an amount equal to the total amount of the expected SNISP payments. The department will also review the school's financial audit and other financial related information available to the department to determine whether the school meets the requirements. See the Private School SNISP Registration Requirements training for additional information on the requirements.

Bond: If the school will provide a bond, it must provide the bond by June 1, 2021, on the required bond form. The required bond form will be emailed, by the middle of April 2021, to all SNISP schools who did not provide a 2021-22 budget on the form required by the department by March 1, 2021.

Financial Bond

☐ I understand the school must either provide the required financial information described above by March 1, 2021, or provide a bond to the department by June 1, 2021.

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Agreement

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Agreement

I AGREE, on behalf of the private school, that the private school will comply with all of the requirements of the Special Needs Scholarship Program ("SNSP"), as set forth in Wis. Stat. §115.7915, Wis. Admin. Code ch. PI 49, and the department's trainings, guidance, and bulletins. This agreement constitutes a condition of receipt of funds under the SNSP. I further understand and agree that this notice of intent to participate is binding upon the private school, its successors, transferees and assignees for the period during which the private school is a participant in the SNSP. I assure, on behalf of the private school, that all contractors, subcontractors, subgrantees, and others with whom the private school arranges to provide services or benefits to its pupils, in connection with the SNSP, will not violate the requirements of the SNSP.

I have read Wis. Stat. §115.7915 and Wis. Admin. Code ch. PI 49. I understand that Wis. Stat. §115.7915 and Wis. Admin. Code ch. PI 49 are subject to statutory and administrative rule changes. In the event of failure to comply with the SNSP requirements, I understand that the school's participation in the SNSP can be terminated or payments withheld or both.

I am signing the Intent to participate in my capacity as:

- ☐ SNSP Administrator
- ☐ Head of the Governing Board
- ☐ SNSP Administrator and Head of the Governing Board

Electronic Signature

By signing below, I certify the following:

1. I have signed this document electronically.
2. I am authorized to sign this form on behalf of the school as the head of the governing board or, if designated by the head of the governing board, the special needs scholarship program administrator.
3. All of the information in this form is complete and accurate to the best of my knowledge.
4. I have the legal authority to submit this application on behalf of the school.
5. I understand and agree to comply with all of the provisions and requirements set forth in this document.

Name of Signator

Signature may be "written" using your mouse or touch screen.

×

SIGN HERE

clear

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Knowledge Check

Who must electronically sign and submit the Intent to Participate? (Select all that apply)

- a. The head of the school's governing board.
- b. Any staff member at the school.
- c. The school's business manager.
- d. The individual designated as the school's SNSP Administrator.

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Question?

If you have a question,
please use the chat function
to enter it.

Questions after the training
may be emailed to snsp@dpi.wi.gov



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Special Education Profile

Schools must provide their special education profile along with the ITP annually by the first weekday in March (March 1, 2021).

- New SNSP Schools: Complete a form provided by the department on the School Registration page.
- Continuing SNSP schools: The department emails the SNSP administrator a survey to review the school's prior year profile, and determine whether updates are needed. The school must complete one of the following no later than the first weekday in March (March 1, 2021):
 - Notify the department that no changes are required to the profile, or
 - Notify the department through the survey that changes are needed. The department will email the profile to the SNSP administrator for any necessary updates. The administrator needs to email it back to the department no later than March 1, 2021.

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Special Education Profile (contd.)

- The profile must describe the methods of instruction that will be used by the participating private school to provide special education and related services to the child.
- As a reminder, SNSP schools are required to implement the IEP or services plan of SNSP students, as modified by agreement between the SNSP school and the student's parent/guardian.

67

Special Education Profile (contd.)

- The profile must describe the qualifications of the teachers and other persons who will be providing special education and related services to the child.
- The description should include the degrees, licenses, and certifications for teachers and other persons at the school who are providing special education and related services to SNSP students.

68

Special Education Profile (contd.)

- The department posts a copy of all special education profiles to the SNSP website.
- All schools must provide a copy of the special education profile to each SNSP applicant.

69

Knowledge Check

Schools must provide their special education profile to:

- a. Only the parents who request it.
- b. The DPI only.
- c. The DPI and all of the school's SNSP student applicants.
- d. None of the above. The school's programs are described in the student handbook.

70

Question?

If you have a question,
please use the chat function
to enter it.

Questions after the training
may be emailed to snsp@dpi.wi.gov



71

Accreditation & Private School Approval Requirements

Accreditation/Private School Approval Requirement

- All SNSP schools must be:
 - Accredited by a statutorily approved accreditation agency; or
 - Approved as a private school by the state superintendent.

73

Accreditation

- The accreditation must include all of the grades that the SNSP school indicated on the Intent to Participate form, or School Information Update form, as available for SNSP students.
- A bulletin discussing the statutorily approved accreditation agencies is available on the SNSP Bulletins webpage.

74

Private School Requirements Form

- Submitted annually by the first weekday in March (March 1, 2021).
- Must be on required form.
- Must include all required attachments.
- Can be used by schools who do not meet the accreditation requirements.
- Schools who would like to use this option must load the required documentation to Kiteworks, the DPI's secure online platform. A request for a Kiteworks' folder must be emailed to snsp@dpi.wi.gov as soon as possible.

75

Knowledge Check

True or False: Schools participating in the SNSP can be accredited by any accreditation agency in the country.

76

Knowledge Check

A school is fully accredited for K5-8 but not fully accredited for K4. The school would like to offer K4-8 as available SNSP grades. Which of the following is true?

- a. The school must complete the Private School Requirements form because it is not fully accredited for all grades available for SNSP pupils.
- b. The school may use the accreditation option if the school is preaccredited for K4.
- c. The school can use the accreditation option whether or not it is preaccredited for K4.

77


Question?

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may be emailed to snsdp@dpi.wi.gov



78



Other School Requirements

Certificate of Occupancy or Letter

- Schools new to the SNSP must submit one of the following by the first weekday in May (May 3, 2021) for each of the school's locations.
 - A certificate of occupancy from the municipality within which the private school is located.
 - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy.
 - If the municipality does not issue certificates of occupancy, then submit a letter from the municipality explaining that.
- Temporary certificates of occupancy are not sufficient.
- Continuing SNSP schools with a new location must provide one of the items listed above before students are at the location.

Health and Safety Requirements

- All participating private schools must comply with:
 - All health and safety laws or codes that apply to public schools; and
 - Laws pertaining to seclusion and restraint.

81

Seclusion and Restraint

- For information on the state law requirements for seclusion and physical restraint please review the resources available on the DPI's Seclusion and Restraint webpage at <https://dpi.wi.gov/sped/topics/seclusion-restraint>.
- Private schools participating in the SNSP must annually report to the school's governing body by October 1 and to the DPI Student Services/Prevention and Wellness Team by December 1 the information specified in Wis. Stats. § 118.305(4)(c).

82

Knowledge Check

Which schools are required to submit a certificate of occupancy, or a letter that a certificate of occupancy is not issued by the municipality, to the DPI?

- a. Only schools participating in both the SNSP and Choice programs.
- b. All new SNSP schools as well as continuing SNSP schools who move to a new location or open a new facility.
- c. All SNSP schools must submit certificates of occupancy every year.

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Question?

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may be emailed to snsdp@dpi.wi.gov



84

Criminal Background Checks

Individuals Requiring a Background Check

- In order to determine which individuals require a background check, the school should begin by generating a list of all individuals who perform services for their legal entity.
- SNSP and Choice program schools must conduct a criminal background check for any individual at the school's legal entity who meets both of the following:
 - The individual is an employee of the legal entity under Wis. Stat. § 108.02 (12); and
 - The individual is directly or indirectly related to the school's educational programming.

Who is an employee?

- The determination of who is an employee of the legal entity is based on Wis. Stat. § 108.02 (12).
- Individuals who perform services for a school may be considered employees regardless of whether the individuals are paid directly by the school.
- Since volunteers do not receive any compensation for the services they perform, they are not considered employees and background checks are not required.

87

DWD Worker Classification Resource

- DWD has a worker classification resource available at <https://dwd.wisconsin.gov/worker-classification/ui/> that can be used to determine who is an employee.
- Most Choice/SNSP schools would be considered nonprofit employer

General Private Employers

State and Local Government

Nonprofit Employers

Trucking Employers

Logging Employers

Indian Tribal Government

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DWD Worker Classification Resource

- Part 1: Direction and Control - The worker must be free of the employer's direction and control to be considered an independent contractor.
 - If the worker is found to be under the direction and control of the employer, the worker is an employee.
 - If the worker is free from the direction and control of the employer, the second part of the test is applied to the worker.
- Part 2: Independent Business - Five Factors

Information from DWD worker classification resource

89

Who is directly or indirectly related to educational programming?

- Individuals are considered directly or indirectly related to educational programming if they met any one of the following:
 - The individual has any compensation included as an eligible education expense in the Choice or SNSP financial audit.
 - The individual interacts with students.
 - The individual's job relates to the financial, administrative, or academic sectors of the school.

90

Criminal Background Check Requirements

SNSP and Choice program schools cannot employ:

- Any individual who is not eligible for a teaching license as the result of an offense; and
- Any individual who might reasonably be believed to pose a threat to the safety of others, which includes individuals who have engaged in immoral conduct.

91

Teaching License Eligibility

An individual is ineligible for a teaching license if the individual has been convicted of any Class A, B, C, D, E, F, G, or H felony under Wis. Stat. chs. 940 or 948, except §§ 940.08 and 940.205, within six (6) years of the individual applying for a license to teach.

92

Immoral Conduct

- Wisconsin law defines immoral conduct as “conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare or education of any pupil.”
- Immoral conduct includes, but is not limited to, the intentional use of an educational agency’s equipment to download, view, solicit, seek, display or distribute pornographic material.
- Schools should have a policy or other written document indicating what they consider to be immoral conduct.

93

Background Check Options

- Schools have 2 options for completing the background check for employees who are directly or indirectly related to educational programming:
 - DPI Issued License Background Check Option
 - Non DPI Issued License Background Check Option

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Current DPI Issued License Background Check Option

- The background check requirement can be met by determining that an individual has a current, DPI issued license.
- To complete the background check using this option the school must complete all of the following for the individual:
 - Obtain and retain a copy of the DPI issued license.
 - Annually determine that the individual has a current DPI issued license in advance of the employee working for the school term. If the individual no longer has a license, the school must use an alternative source to determine that the employee meets the requirements and maintain the documentation showing the background check completed.

95

Non DPI Issued License Background Check Option

- The background check must be completed prior to employing any individual who meets the specified criteria and every five (5) years thereafter.
- If the school is new to the Choice program/SNSP and has not previously completed background checks on existing employees, the school must complete a background check on each employee before he or she works at the school for the school year.

96

Record Retention

- The records and documents obtained from performing criminal background checks must be retained and accessible to the school and available to the school's independent auditor. The auditor will review them to determine if they meet the requirements as part of the Enrollment Audits.
- A summary document that only indicates whether the individual passed or failed the background check is not sufficient documentation of the background check.

97

Resources

- See the Criminal Background Checks Bulletin on the Bulletin webpage and the Criminal Background Check training on the Training webpage for additional information.

98

Knowledge Check

Which of the following individuals would the school need to complete a background check for (there may be more than one answer)?

- a. Substitute teachers from a third party service agency.
- b. The school contracts with a 3rd party lunch provider. The contract requires that the lunch provider provide nutritional meals on school days that meet the USDA food program requirements.
- c. One of the parents comes in during the lunch hour and serves lunch. The parent is not paid as part of the school's payroll processing for employees, rather the parent receives a check directly from the school. The school issues a 1099 annually for the parent.
- d. The school contracts with a guest speaker to give a presentation to the seniors on how to make career choices. The speaker provides the speeches across the country.

99

Question?

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100



Financial Information & Surety Bond Requirement

School Financial Information and Surety Bond

- If a private school reports in its ITP that it expects to receive \$50,000 or more in SNSP scholarships annually, then the private school must meet one of the following requirements:
 - Meet certain financial requirements or
 - Provide a surety bond.

Financial Requirements

- The school must not have any indicators that it will not be able to repay the full expected SNSP scholarship amount.
- The DPI will review the school's information to determine if the financial requirements are met. The requirements relate to:
 - A budget and cash flow report,
 - The school's financial audit, and
 - Timely paying of amounts owed.

103

SNSP School Budget & Cash Flow Report

- The budget and cash flow report is due annually by the first weekday in March (March 1, 2021).
- All activity and balances for the legal entity of the school MUST be included.
- Organizations are considered the same legal entity if:
 - The organizations have the same federal tax id number and use it for all activities including payroll.
 - The organizations are NOT separately set up with the Department of Financial Institutions.

104

Budget & Cash Flow Report Indicators

- In order to meet the financial requirements, the budget and cash flow report may not have any of the following indicators when the SNSP expected payments are removed:
 - A negative cash balance in any month
 - Insufficient revenues to fund operations
 - Current assets compared to current liabilities are negative
 - Negative net asset balance
 - A net operating loss/negative change in net assets

105

Financial Audit Indicators

The school should review its last financial audit to determine if it had any of the following indicators. If so, the school will be required to use the surety bond option.

- Negative net asset balance.
- Current assets compared to current liabilities were negative.
- The Statement of Activities had a net loss/negative change in net assets.
- The financial audit opinion contained a qualification as to the school's ability to continue.

106

Other Indicators

- The school failed to make payments to vendors as required per written agreement or, if there is no agreement, within 90 days of invoice or payment request.
- The school has past due amounts with government agencies, including payment of employee withholdings, even if the school has entered into a payment plan with the government agency.
- The school failed to pay employees as required by the Department of Workforce Development or as per the written agreement with the employee.

107

Surety Bond

- Participating private schools can also opt to provide a surety bond rather than meet the financial requirements.
- May be required by the department if the department determines that the participating private school does not meet the program's financial requirements.
- The bond due annually by the first weekday in June must be equal to 25% of the total amount of SNSP scholarships expected to be received based on the available scholarships in the ITP.

108

Surety Bond (cont.)

- If the school's expected SNSP payments are \$50,000 or more and the school did not submit a budget and cash flow report by the first weekday in March (March 1, 2021), the DPI will email a surety bond form to the school with certain information prefilled.
- Any company that issues bonds may provide the bond. Schools can start by contacting their insurance agent to obtain the bond.
- **The school must use the 21-22 bond form emailed by the department. The insurance company cannot use their own form or update the 20-21 bond form to the 21-22 school year themselves.**

109

Surety Bond (contd.)

STATE OF WISCONSIN
DEPARTMENT OF PUBLIC INSTRUCTION
SPECIAL NEEDS SCHOLARSHIP PROGRAM BOND

Whereas, _____ (name of legal entity of school)

- **Legal Entity Name:** This must be the legal entity name associated with the school's federal tax id number.

Helpful Hint: If you are unsure of the school's legal entity name, use the employer's name on your 2020 W-2 received from the school.

110

Surety Bond (contd.)

Signature Section of Surety Bond Form:

(Printed Name of Surety)

(Signature of Company Officer for Surety)

(Signature of Attorney-in-fact for Surety)

These must be the signatures of individuals from the company providing the bond. Both signatures are not required.

(Signature of Authorized Individual for Principal)

(Printed Name of Authorized Individual for Principal)

(Printed Title of Authorized Individual for Principal)

This must be completed by an authorized individual from the school, such as the SNSP administrator or the head of the governing board.

111

Surety Bond-Submission

- The completed bond form should be emailed to snsdp@dpi.wi.gov. It does not also need to be mailed to the DPI. The school should retain the original in its files.
- The bond submission must include the Power of Attorney form indicating the individual from the Surety who signed the bond has the authority to sign the bond on behalf of the Surety.
- If Docusign is used to sign the bond, the DocuSign Certificate of Completion must be provided with the bond.

112

Surety Bond-When It May Be Called

- The department may call upon a bond for the following reasons:
 - The school failed to timely file the financial audit or the required enrollment reports;
 - The school failed to timely refund the department any certified amount due; or
 - The school failed to timely refund the department its reserve balance if it ceases to participate in the SNSP or is barred by the state superintendent from participation.

113

Changes to Available SNSP Scholarships

- A School Information Update form allows schools to make changes to information provided on the ITP form.
- A school may use the School Information Update form to revise the number of SNSP scholarships it has available if certain requirements are met.
- A school cannot remove a scholarship for which it has already received an application or transfer request, unless it has been determined ineligible.
- Changes to available scholarships do not impact the amount of the bond required by the first weekday in June. This bond must be 25% of the expected SNSP payments based on the available scholarships in the ITP.

114

Changes to Available SNSP Scholarships (cont.)

Schools may use the School Information Update form to move scholarships between grade categories. This may be done at any point during the year as long as there are enough scholarships available in the grade(s) being changed to account for applications and transfer requests that the school has received that are pending the eligibility determination or have been determined eligible.

115

Changes to Available SNSP Scholarships (cont.)

Description	Required items prior to giving out additional seats	When is bond/revised bond required	Last day to make changes if bond/revised bond required	Bond/ Revised Bond Due Date
School had an expected SNSP scholarship amount, based on the ITP, of \$50,000 or more and submitted a surety bond by the 1 st weekday in June	School Information Update Form	The difference between the expected payment on the ITP and revised expected payment is \$50,000 or more	3rd Friday in September	1 st weekday in November
School had an expected SNSP scholarship amount, based on the ITP, of \$50,000 or more and submitted financial information that met SNSP requirements	School Information Update Form and, if required, Bond	The difference between the expected payment on the ITP and revised expected payment is \$50,000 or more	Last weekday in August	Last weekday in August
School had an expected SNSP scholarship amount, based on the ITP, of less than \$50,000	School Information Update Form and, if required, Bond	The revised expected SNSP scholarship amount is \$50,000 or more	Last weekday in August	Last weekday in August

16

True or False

A school that expects to receive more than \$50,000 in SNSP payments based on the ITP that selects the surety bond option can provide a bond that is lower than the amount required in the ITP if it submits a School Information form lowering the number of scholarships that are available prior to the first weekday in June (the due date of the initial bond).

117

Question?

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Payment Process

Overview of SNSP Program Funding

- The schools receive a payment for eligible SNSP pupils. During the school year the DPI pays the voucher amount per FTE. The school will receive an ACH for each payment.
- At the end of the year, the total payments received for eligible SNSP pupils are compared to the school's actual net eligible education expenses for the SNSP.
- The difference between the SNSP payments received and the school's actual net eligible education expenses is the SNSP Reserve balance.
- The school must maintain a cash and investment balance that is at least as much as this amount for future SNSP eligible education expenses.

Payment Process

- The September payment is 25% of the annual FTE SNSP payment amount for each eligible pupil on the Preliminary Enrollment Report.
- The November payment is 50% of the annual FTE SNSP payment for each eligible pupil on the 3rd Friday in September Pupil Count Report and class list less the September payment for each pupil on the Preliminary Enrollment Report.
- The February & May payments are each 25% of the annual FTE SNSP payment amount for each eligible pupil on the 2nd Friday in January Count Report and class list.

121

Preliminary Enrollment Report

- Due by the last weekday in August.
- Provide a list of the SNSP pupils enrolled at the school as of the last weekday in August.
- If the school has pupils that are continuing SNSP pupils from the previous school year, the school must identify if the pupils were determined to no longer to have a disability in the prior school year.

122

3rd Friday in September and 2nd Friday in January Pupil Count Reports

- Provide the total number of all pupils and SNSP pupils at the school that meet the attendance requirements .
- The 3rd Friday in September Pupil Count Report is due the last weekday in September and the 2nd Friday in January Pupil Count Report is due the last weekday in January.
- 3rd Friday in September Pupil Count Report Only-Report current addresses for continuing SNSP pupils.

123

Student Applications, Transfer Requests & Count Reports

- SNSP does not have an Online Application System (OAS).
- Applications and transfer requests are submitted through an online form.
- Count reports are submitted in Excel through a secure online platform known as Kiteworks.

124

Actual Costs Incurred Pupil Payment Option

- A school has the **option** to receive a SNSP payment based on the previous school year's actual cost to provide special education for the pupil in the statement.
- If the school would like to use this option for a student, the school will be required to provide a financial statement of actual costs that indicates the actual costs to provide special education for the pupil incurred for the previous school year and provide supporting documentation for the costs. The statement is due by the 3rd Friday in July.

125

Actual Costs Incurred Pupil Payment Option (cont)

- A school that provides a Statement of Actual Cost for a pupil will have a scholarship amount for that pupil in the following school equal to 150% of the regular student payment amount plus 90% of the amount on the statement of actual costs over 150% of the regular student payment.
- The student must meet all SNSP requirements to receive the scholarship payment in the following school year.
- For schools that elect to receive a SNSP payment based on the special education expenses for the pupil, in the year the school receives the payment for the pupil based on this statement, the pupil will not be included in the SNSP full time equivalent when determining the general eligible education expenses for SNSP pupils.

126

Knowledge Check

If a SNSP school that is continuing to participate in the SNSP does not spend all of the SNSP payments it receives for SNSP pupils, what must it do with the remaining amount?

- a. The amount can be spent on whatever the school would like.
- b. The school must retain the amount for future eligible education expenses for SNSP pupils.
- c. The school must pay the amount back to the department.

127

Question?

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128



Audit Process

Audit Process Overview

- School retains and pays independent audit firm.
- DPI provides agreed upon procedure reports to the auditing firms.
- DPI generally relies on auditor work but has oversight authority.

SNSP Audit & Agreed Upon Procedures Reports

- September Enrollment Audit due December 15th
- January Enrollment Audit due the first weekday in May
- Financial Audit due October 15th
 - Includes the determination of the school's eligible education expenses.

131

Enrollment Audits

- An auditor must complete an audit of the 3rd Friday in September count and the 2nd Friday in January count. The auditor will:
 - Determine if the applications and transfer requests are eligible.
 - Determine if the pupils meet the attendance requirements.
 - Ensure the pupil data provided to DPI is correct.
 - Complete a review of each background check and determine that the background check was completed as required.

132

Enrollment Audits (cont)

As part of the September Enrollment Audit, the auditor will also complete the following for continuing SNSP pupils:

- Verify the residency documentation was obtained and the documentation matches DPI's records.
- Ensure that the IEP reevaluation data was properly reported to the DPI.

133

Certification Letters

- Once the DPI has reviewed and made any necessary changes to the enrollment audits, certification letters are sent.
- Certification letters are sent for each enrollment audit.
- The DPI will pay any amounts owed to the school via ACH or net any amounts owed to the DPI with future SNSP payments.

134

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to enter it.

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135

Financial Audit Overview

PSCP & SNSP Combined Financial Audit

- A school that participates in both the Private School Choice Programs (“PSCP” or “Choice”) and SNSP submits one financial audit that covers both programs.
- The fiscal year for the financial audit and budget must be the school year from July 1 to June 30.
- The financial statements are the same.
- A reserve balance schedule needs to be included for PSCP and SNSP if the school is participating in both programs.

137

Eligible Education Expenses

Choice

Eligible education expenses are all direct and indirect costs associated with a school’s educational programming for pupils enrolled in grades kindergarten to 12 that are reasonable for the private school to achieve its educational purposes as determined by the school’s written policy and tested by an independent auditor.

SNSP

Eligible education expenses are all direct and indirect costs associated with a private school’s educational programming for pupils enrolled in grades kindergarten to 12.

138

SNSP Eligible Education Expenses

- General Eligible Education Expenses: These are the school's educational programming expenses for *all pupils* enrolled in grades K4 to 12.
- Primarily SNSP Expenses: These are the school's educational programming expenses that are *primarily related to SNSP students*.
- Expenses for Pupils in an Actual Cost Report: These are expenses that are identified as eligible, with supporting documentation, in an Actual Cost Report submitted by the school. These expenses are included as eligible in the reserve balance schedule.
- See the SNSP Eligible Education Expense Bulletin for further information.

139

SNSP Eligible Education Expenses-General Eligible Education Expenses

- The general eligible education expenses are multiplied by the percent of the students participating in the SNSP to determine what is a SNSP eligible education expense.
- The percent of students participating in the SNSP is based on the average of the 3rd Friday in September and 2nd Friday in January FTE for SNSP pupils and all pupils. The SNSP pupil FTE does not include pupils for which the school received an actual cost payment in that year.

140

Primarily SNSP Eligible Education Expenses

- If the school is participating in the SNSP, it may designate eligible education expenses that are primarily for the SNSP.
- Expenses that are primarily, but not only, related to SNSP students are expenses that were incurred primarily for SNSP students where other pupils at the school are also getting a benefit.
- Since they need to be “primarily” related to the SNSP, the expenses must be used for the SNSP at least 50% of the time.

141

Primarily SNSP Eligible Education Expenses (cont)

- The allocation for these expenses must be specific to the particular expense rather than a general allocation.
- Generally, the cost of teachers and other general costs of the school should be included as a general eligible education expense rather than as a primarily SNSP eligible education expense.

142

Primarily SNSP Eligible Education Expenses (cont)

- These costs are excluded from the general eligible education expense calculation for the SNSP and Choice Program.
 - The SNSP excluded amount must be the amount before the allocation percentage is applied.
 - The Choice program excluded amount is the amount included as a primarily SNSP expense.
- Any government assistance, insurance proceeds, or fundraising revenue that are related to these costs must decrease the primarily SNSP eligible education expenses.

143

Expenses for Pupils in an Actual Cost Report

- If a school submits a Statement of Actual Cost Report for a pupil, the school will include the actual special education expenses for the pupil rather than the general eligible education expenses for the pupil in the Reserve Balance Schedule.
- These costs are excluded from the general eligible education expense calculation for the SNSP and Choice Program.
- Since the school has elected to receive the special education expenses for these pupils, the FTE for these pupils are excluded from the SNSP FTE when calculating the general eligible education expenses for SNSP pupils in the reserve balance schedule.

144

Knowledge Check

True or False:

- The SNSP directly reimburses schools for eligible expenses for SNSP pupils.

145

Knowledge Check

Which of the following expenses could be included as an eligible education expense in the financial audit?

- a. Teacher aide for a student
- b. Speech-language pathology and audiology services
- c. Learning software
- d. All of the above
- e. None of the above

146

Knowledge Check

- The school has net eligible education expenses of \$1,003,000. The school's SNSP surety bond costs \$3,000, which the school decides to include as a primarily SNSP expense.
- 10% of the school participates in the SNSP.
- The school received \$108,000 of SNSP revenue.
- What is the school's reserve balance?

Description	SNSP
Net Eligible Education Expenses	1,003,000
Less: Primarily SNSP Amount	3,000
General Net Eligible Education Expenses	1,000,000
Times: Percent of School in Program	
General Net Eligible Education Expenses for Program Pupils	
Primarily SNSP Amount	
Total Net Eligible Education Expenses for Program Pupils	
SNSP Revenue	
SNSP Reserve Balance	

147

Question?

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Available Resources

- School Registration Page: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-registration>
- SNSP Bulletins: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>
- School Submitted Reports Webpage: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-reports>
- SNSP Training: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/school-training>
- SNSP Statutes & Rules: <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/statutes>

149

Available Resources (cont.)

- Financial Requirements bulletins available at <https://dpi.wi.gov/parental-education-options/special-needs-scholarship/bulletins>
 - Financial Audit and PSCP/SNSP Reserve Balance
 - SNSP Eligible Education Expenses

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Questions

Email: snsp@dpi.wi.gov

Phone: 1-888-245-2732 ext. 4



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